

PINE HILLS YOUTH CORRECTION FACILITY
INFORMATION STATEMENT TO ALL SERVICE PROVIDERS

COPY

STATEMENT: ALL SERVICE PROVIDERS, WHO ARE WORKING ON THE CAMPUS OF PINE HILLS SCHOOL, WILL UNDERSTAND AND ABIDE BY THE FOLLOWING INSTRUCTIONS AND PROCEDURES.

I. PROCEDURES:

All Service Providers will:

Tipton Grease Service
Box Elder, SD

A. read this information to themselves and to their subordinates before doing work on the campus.

B. agree to be accountable for whatever material, tools, etc., that they bring onto the campus. They will keep all such items under direct visual supervision to prevent juvenile access (Facility Security & Safety personnel will monitor for compliance.)

C. agree to immediately correct all situations which are deemed by the Security or Safety Officer (s) to be a violation.

D. understand that this is an Institution of Juvenile Delinquency and physical distances need to be maintained from the juveniles.

E. understand that this a Tobacco Free Campus for all, with no tobacco allowed on grounds. All tobacco products must be locked in your vehicles and may not be used in vehicles on grounds

F. understand that they will be let in and out of locked areas by facility staff, and at no time will they handle facility keys, without special approval. Approved keys checked out each morning and in each night at Main Control.

G. understand that Universal Precautions are in effect. If the Service Provider(s) come into a situation where blood or bodily fluids could transmit T.B., HIV, HBV or other communicable diseases, they will act accordingly to PHYCF Bloodbourne Control Plan.

H. understand that these juveniles have rights to privacy, confidentiality and to be free from abuse.

I. uphold the Federal and State Constitutional Laws and Governmental regulations.

J. work in a safe manner through the observance of applicable safety rules, safe work practices and common sense; all of which are ingredients for a safe and secure institution.

L. recognize that most materials used by providers is contraband in the hands of students. It is imperative that all materials used on a project need to be secured at shifts end and the site cleaned thoroughly.

Code of Conduct with Juveniles

STATEMENT: ALL SERVICE PROVIDERS AGREE TO ABIDE BY THE FOLLOWING CODE OF CONDUCT WITH JUVENILES AT THIS INSTITUTION.

I. INSTRUCTIONS:

A SERVICE PROVIDER:

1. Will not bring weapons or their components on to the campus, i.e. guns, knives or explosives, unless identified as tools with prior approval.
2. Will not allow cigarettes, matches, lighters, or tobacco products to be accessible to juveniles.
3. Will not leave keys in vehicle(s), doors unlocked, windows down or allow juveniles access to the vehicle.
4. Will not leave equipment, tools or personal items, i.e. sharp objects, hacksaw blades, wire cutters, broken glass, wire, rope(s), tape or personal clothing, etc. unsupervised which could be used in complicity with an escape, suicide attempt, or other criminal act.
5. Will not allow themselves to be left alone with a juvenile offender.
6. Will not seek information about juvenile offenders that are here now or were in the past.
7. Will not leave a door open or lock unsecured, which could result in access to contraband, a controlled item, or would allow a juvenile a method of escape.
8. Will not take pictures of juveniles while on this campus.
9. Will not ask a juvenile to do a favor, task or job.
10. Will not leave flammable, toxic or caustic materials unsupervised, i.e. gasoline, thinners, alcohol based items, or other huffable materials.
11. Will not deliver, give, or transfer juvenile items that are controlled, i.e. mail, notes, money or other items required to go through Security.
12. Will follow PHYCF Lock/Tag Out Plan, Hazard Communication Plan, Confined Space Entry Plan, Asbestos Control Plan and Tool Control & Loss Reporting Procedures.
13. Will not abuse another person, while on this campus. (abuse means- no pushing or shoving, striking, burning, or sexual act; no swearing at, belittling comments; no teasing or degrading acts; it also means not allowing a juvenile access to harmful situations or substances i.e. chemicals, sharp instruments, or a failure to observe appropriate safety precautions per the State of Montana Abuse and Neglect Laws.
14. Will not bring or wear a cell phone or knife into the secured perimeter or buildings.

I HAVE READ THE INFORMATION STATEMENT TO ALL SERVICE PROVIDERS AND THE A CODE OF CONDUCT WITH JUVENILES. I UNDERSTAND THESE DOCUMENTS AND HAVE NO QUESTIONS.

NAME: Robert G. Smith
(SERVICE PROVIDER SIGNATURE)

DATE: 3/29/05

ORGANIZATION: Tipton Grease Service
(PROVIDER REPRESENTS WHAT AGENT)

PINE HILLS AGENT:
(SIGNATURE OF STAFF PROVIDING DOCUMENT)

SERVICE CONTRACT

TIPTON GREASE SERVICE
15031 224th St
Box Elder, SD 57719
605-923-5859

Charles Jr. & Scott Tipton, Owners

This agreement is entered between Tipton Grease Service of Box Elder, Meade County, South Dakota, hereinafter referred to as Tipton and

Pine Hills Youth Correctional Facility 4 N. Haynes
(Name of Business) (Street Address)
Miles City Montana 59301
(City) (State)

By and through the undersigned owner or manager of said business, hereinafter referred to as Restaurant.

For the consideration that runs between the parties hereto, the parties hereby agree as follows:

Tipton Grease Service hereby agrees to provide the following services:

1. To provide a sufficient number of grease barrels on the restaurant premises (at a spot designated by the restaurant owner or manager) for the purpose of containing used restaurant cooking grease disposed of by the restaurant.
2. Tipton will properly and professionally empty grease barrels on a timely basis, every ~~30~~ to 21 days. 20 days
3. Tipton agrees to one of the following ___ provide a free service, ___ pay ___ per barrel, ☒ charge \$20.00 ~~per barrel~~ per month.
4. The restaurant hereby agrees to put all of their used cooking grease in these barrels and grant Tipton the exclusive right to remove all of said used cooking grease from the premises (no other individual or business shall be entitled to any used grease coming for said restaurant so long as the agreement is in force.

The initial term of this agreement shall start on the date of the execution hereof and shall run until March 1st 2007 and thereafter the parties hereby agree that this agreement shall continue into the future so long as each party is happy with the performance and terms of the agreement and in the event that either party wishes to terminate the agreement, the terminating party shall give the other party 30 days written notice by certified mail.

The parties agree that time is of the essence of this agreement and that it is binding upon the parties hereto, their heirs, agents and assigns.

Dated this 24th day of March, 2005

Tipton Grease Service

Scott Tipton
Charles Jr. & Scott Tipton

Restaurant Owner/Manager

Brian Engelbrecht

PHYCF
Name of Restaurant

4 North Haynes
Miles City, MT 59301
406-223-2306
Telephone Number